

## CODE OF CONDUCT FOR VIRTUAL HEARINGS

**Virtual and hybrid hearings are court proceedings.** All participants must follow ordinary standards of decorum.

### DO

- Make sure your device is charged and set up properly (separate guidance is available on the OAC's website regarding technology). Attorneys are responsible for ensuring their witnesses have the technological capability to appear virtually.
- Appear on video. All attorneys and parties must appear on video. Exceptions may apply as determined by the judge or the case type.
- Dress appropriately. Professional attire or business casual for attorneys; and appropriate attire for witnesses/parties. No pajamas, bathrobes or other inappropriate clothing.
- Limit background noise and distractions. Attorneys shall advise their clients and witnesses to ensure they appear from a quiet location ALONE, appropriately attired, and prepared to testify at the specified time. If a witness cannot appear alone, the parties or attorney must announce that other individuals are present.
- Mute your sound unless you are speaking.
- Attorneys shall set up a separate way to communicate with their clients and witnesses (such as text message on a separate phone line).
- The parties shall follow the exhibit policies applicable to each regional office or case type.
- Ensure all witnesses have access to the exhibits.

### DON'T

- Interrupt the proceedings.
- Talk over other people.
- Multitask.
- Smoke cigarettes or other substances, consume alcoholic beverages, eat, or chew gum while testifying or on camera. Drinking water is permitted.

**FAILURE TO ADHERE TO THESE GUIDELINES MAY RESULT IN DENIAL OF YOUR FUTURE REQUEST FOR A VIRTUAL HEARING.**